

## **MARYLAND STATE BOARD OF VETERINARY MEDICAL EXAMINERS**

50 Harry S Truman Parkway, Room 102, Annapolis, MD 21401

Telephone: 410.841.5862      Facsimile: 410.841.5780      www.mda.maryland.gov

### *Opening an Animal Control Facility*

The following steps must be taken prior to obtaining an Animal Control Facility License:

a.) Print and review the laws and regulations governing the operation of an animal control facility in Maryland.

b.) Print and fill out a Request for Animal Control Facility License Application. Mail the Request and a check or money order to the address provided on the Request. **Licensing fees are non-refundable.**

c.) After the Board's office receives the Request, an Application for an Initial Animal Control Facility License will be e-mailed to the requestor. The Application shall be printed and filled out completely. Before administering controlled dangerous substances (CDS), all employees are required to obtain Board-approved training to ensure their competency in the use and administration of drugs. Copies of proof of having received such training (in the form of certificates) shall be attached to the Application and mailed to the Board's office.

d.) The Application will be reviewed by Board staff and, if complete, a license will be issued to the owner of the facility.

A copy of the Animal Control Facility License will then need to be mailed to **DHMH – Division of Drug Control, 4201 Patterson Avenue, Baltimore, MD 21215, along with** the form requesting a CDS Registration Certificate. Questions regarding the State CDS Registration Certificate may be directed to the Division of Drug Control at 410.764.2890.

Once you have received a CDS Registration Certificate from DHMH, you may apply to the United States Drug Enforcement Administration for a federal CDS Registration Certificate. The address is: **PO Box 28083, Washington, DC 20038-8083**. If you have questions regarding the federal application, or if you need an application, please contact the U.S. DEA at 800.882.9539.

If, after reviewing the above, you have any questions regarding acquisition of an Animal Control Facility license please contact the Board's office at 410.841.5862.